

Policy #	AD-506	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

## 1. Purpose

This policy sets the rules for the disposal of assets and supplies. Assets and supplies are disposed if they are given as gifts, lost, or if they became unusable or not needed.

## 2. Definitions

N.A.

## 3. Policy

2.1 University assets shall be leased if they are in excess or are intended for leasing or investment in accordance with the instructions issued by the University Council for this purpose.

2.2 Assets and supplies are disposed if they are given as gifts, lost, or if they became unusable or not needed. Disposed assets and supplies – other than those given as gifts - can be sold, destroyed.

2.3 Assets and supplies given by the University as gifts or donations are made by a decision of:

- A. The Chancellor if their original value does not exceed (20,000) twenty thousand Riyals.
- B. The University Council if their original value exceeds (20,000) twenty thousand Riyals.

2.4 Decision of disposal of lost, or unusable or not needed assets and supplies is made upon the recommendations of an Assets Evaluation Committee. The committee shall include in its membership representatives of the Procurement and Finance departments. The committee is formed in accordance with the following levels of authorities:

- A. By a decision of the Chancellor if their original value does not exceed (20,000) twenty thousand SR.
- B. By a decision of the University Council if their original value exceeds (20,000) twenty thousand riyals.

The recommendations of the committee is subject to the approval of the same authority empowered in forming the committee.

2.5 The process of destroying or selling disposed assets and supplies shall be carried out by an Assets Disposal Committee formed by the Chancellor, provided that this committee includes representatives of the Procurement and Finance departments. The committee organizes exit documents of the supplies and assets that have been disposed indicating the method(s) of disposal. The selling price of disposed assets and supplies is subject to the approval of the Chancellor.

2.6 Upon disposal, the records of disposed assets and supplies are removed from the inventory system and the financial records of the disposed asset are adjusted accordingly.